

The Hiring Cycle



- Define the job requirements and write a job description that identifies the actual functions of the position.
- Create a recruitment plan. Include where you are going to advertise, how long the job will be open, date of when you hope to start your new employee.
- Post your job with the Job Service Workforce Center and/or your local employment staffing agency. You may want to advertise internally as well as externally. It's a great motivator to promote from within your organization.
- Develop pre-screening questions and or tools. You may want your applicants to be tested as part of the recruitment process. Job Service Workforce Centers have an extensive array of testing capabilities to assist you with screening.
- Screen applicants. You can use the scores from testing and/or screen applicants in a telephone pre-screen.
- Schedule interviews with the top candidates that meet the qualifications for your position.
- Prepare interview questions and evaluations.
- Meet with the interview team to go over the questions and make sure you are asking job related questions relative to the position you are advertising.
- Confirm interview times with applicants.
- If you are conducting a behavior-based interview, give the applicant 15 minutes or so to read the questions and develop their answers. The Job Service Workforce Center has a Behavioral Interview Guide to assist you with designing questions.
- Conduct the interview.
- Discuss the interview outcome with the interview team and review your scores. You are not required to hire the most qualified for the position and should be looking for that person who would best compliment your organization and fit your culture.
- Check references! It's important to learn how successful they were at their previous jobs.
- Prepare an offer to your selected candidate.
- Present the offer to your selected candidate.
- Notify the staff of your decision.
- Welcome the new employee to your organization and set the tone for your expectations. Provide them with the tools to become a "star" in your organization.